

# WNYRIC STANDARDS

## Add/Change Request Form

Submitted By:

Name  School District  Date

Telephone Number  E-Mail ID

Hardware or Software Recommended

Standards Category: New:

Existing:

Action Requested: Add:

Modify:

Remove:

Product Name:

Product Manufacturer:

Product Description:

(Attach Product Technical Sheets)

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Additional Comments:

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## EVALUATION CRITERIA

### A. Product Reliability

#### 1. Vendor / Product track record

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#### 2. Vendor support required

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#### 3. Ease of use

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#### 4. Support required by RIC / school district

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#### 5. Potential to become “White Elephant”

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6. Training requirements

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B. Product-Price / Acquisition

1. Cost effectiveness

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2. Acquire via NYS Contract or local bid

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3. Cost of operation and support

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4. Do any legal or contractual issues exist

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C. Product-Relationship to Other Standards

1. Compatibility to existing Standards

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2. What other options are available

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3. Relationship to previous research and changes since that time

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D.

BOCES-Service Needs

1. Define and explain the current need

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2. What existing CoSer and RIC Service does it fall under

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3. What is the scope and size of the school population to be served

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4. Instructional and/or administrative goal supported

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5. Results of survey determining school district interest in using this product

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Signature of person making request

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